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10 October 1953

MEMORANDUM FOR: Training Liaison Officers

FROM: Director of Training

SUBJECT: French Reading Improvement Course

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Auth.: HR 70-2  
Date: 27 NOV 1978

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By:

1. A Reading Improvement Course in French will be scheduled from 23 November 1953 through 22 January 1954. Preliminary interviews will be conducted 18 November 1953, at 1330, Wing D, 2nd Floor, Alcott Hall.

2. Prerequisite for this course is a minimum of three years of training in French at the college level or its equivalent.

3. The French Reading Improvement Course will be offered for a period of 8 weeks, 3 days a week, 1½ hours on Monday and Wednesday and 1 hour on Friday. Special arrangements will be made for employees who plan to take Christmas leave.

4. Training requests should be submitted on Form TF-1 to the Registrar, OTR, Room 17, Building  through the appropriate Training Liaison Officer, by Monday, 16 November 1953.

5. The objective of the French Reading Improvement Course is to increase the efficiency of Agency employees whose work requires reading in French by developing extensive reading skills in the language. During the initial phase of learning a foreign language, word by word reading and vocalization become a part of the reading process as the result of careful pronunciation of each new word. These habits discourage the application of extensive reading skill in the language. The French Reading Improvement Course is designed to overcome these habits and improve the employees' reading ability through instruction and supervised training.

6. The following figures indicate the improvement shown by 8 employees in an exploratory 5-week training period in French:

- a. Initial average - 203 words per minute  
50% comprehension
- b. Final average - 314 words per minute  
81% comprehension

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ARTHUR FAIRD  
Director of Training

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